

Worksheet for Naming Periods/FTE and Calculating FTE

Creating Period/FTE Names

If your FTE is for district, special education coop, administrative, specialized or elementary teaching staff, name the unit to match the calculated FTE. For example, for a half time teacher, name the unit **0.500 FTE**.

If your day is broken into periods, (middle schools, junior high and high schools) the name will have up to 3 parts:

1. The number of the period.
2. The days of the week the class meets. Write just the initial of the day; use R for Thursday. If classes meet on A or B days, write the letter. If a class meets every day, leave the second part of the name blank.
3. Session type and number: yearly, semester, trimester, quarter, other. If the class meets all year, leave the third part of the name blank.

Examples of Period/FTE Names:

P-1 = Period 1, meets every day of the week, all year.
P-1 MWF = Period 1, meets Mondays, Wednesdays and Fridays, all year.
P-1 Q1 = Period 1, meets every day of the week, quarter 1.
P-1 TR S1 = Period 1, meets Tuesdays and Thursdays, semester 1.
P-1 A T1 = Period 1, meets on A days, trimester 1
1.000 FTE = Full-time
0.750 FTE = Three-quarter time

Calculating FTE

FTE is calculated by dividing the number of instructional minutes for the particular time unit by the total number of instructional minutes. Instructional minutes do not include passing time, unstructured recess or lunch.

$$\frac{\text{nnn minutes per day}}{\text{nnn total minutes per day}} \times \frac{\text{nnn days per year}}{\text{nnn total days per year}} = \text{calculated FTE}$$

Examples: In these examples, assume the school has 360 instructional minutes per day and has 180 days in the school calendar.

A part time 5th grade teacher teaches for 120 minutes per day all year.

$$\frac{120 \times 180}{360 \times 180} = 0.333$$

Period 4 meets 45 minutes per day for one semester (90 days).

$$\frac{45 \times 90}{360 \times 180} = 0.063$$

Period 7 meets 27 minutes per day, 3 days per week (108 days), all year.

$$\frac{27 \times 108}{360 \times 180} = 0.045$$